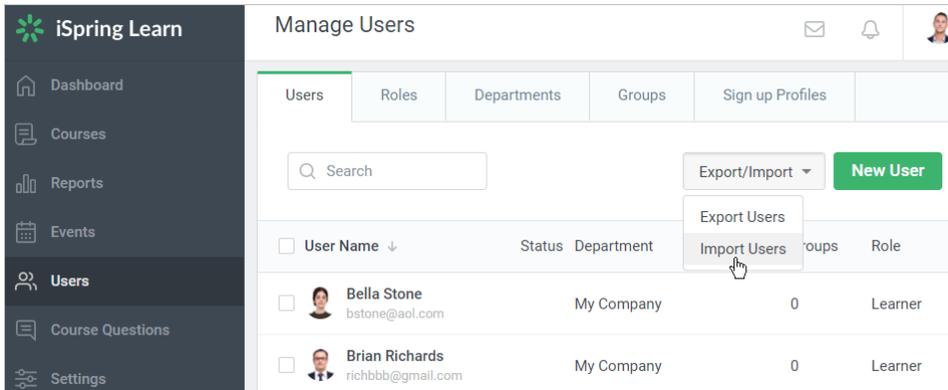# Importing Users from an Excel File

To save time, you can add a list of users from an Excel file. This option will come in handy if you want to bulk upload your user database exported from your accounting system or when you need to transfer a large number of users to another group or department.
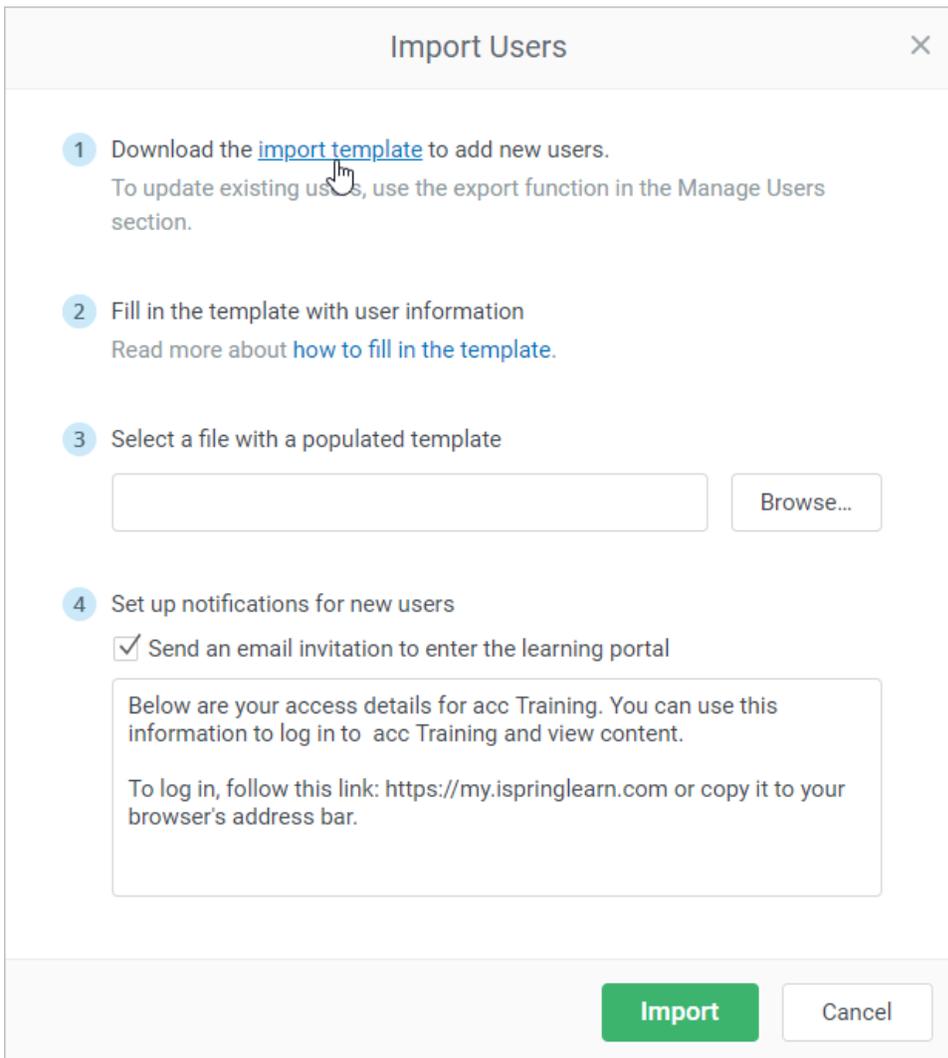
1. In the **Users** section, open the **Export/Import** menu and select **Import Users**.

2. In the **Import Users** window, download a sample file to import new users. To do this, click the **import template** link and save the file to your computer.

3. Add all necessary information about the users into the template. To make the importing feature work correctly, you should keep the original file structure intact.

> **Important:**
>
> 1. For inactive users, put **No** into the **Active** column and for active users, leave this column blank or put **Yes** into it.
>
> 2. The required columns are **Login**, **Role**, **Department ID** and all the required user profile fields.
>
> 3. The **Email** column will appear in the import file only if the **Email** user profile field is required.
>
> 4. In the **Role** column, type one of the folllowing roles: *Account Administrator*, *Department Administrator*, or *Learner.* The *Publisher* role and custom roles cannot be used when importing users with an Excel file.
>
> 5. The department ID can be checked and copied when editing a department.
>
> 6. Every user can be added to an unlimited number of groups, and each of the groups requires a separate column to be created.
>
> 7. Users imported from an Excel file can be added only to standard groups, not smart groups. If you put a smart group name in the **Group** column, learners will be successfully imported, but won't be assigned to the specified smart group.
>
> 8. There are **two ways** to set up passwords for newly imported users:
>
> • Add passwords into the template. The password security level can be set in the Settings section.
>
> • Imported users will receive an invitation email (if you check that option in the **Import Users** window and the email addresses are added to the file). As soon as learners follow the link in the email, they will be able to set a password for their account.

4. Upload the file with the user list. To do this, hit the **Browse...** button, select the file on your computer and click **Open**.
5. Add an invitation message for the imported users. To do this, check **Send an email invitation to enter learning portal** and modify the message as you wish.
6. Hit the **Import** button.
7. After the importing process is complete, you will see a pop-up window announcing its results. Here you can copy results and possible errors. Click **Done** to go to the user list.

Check this video to learn how to add users to your iSpring Learn account either manually or using the Import option.